

ZAKARIA YAHYA ALDOSSARI

Supply Management Specialist

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CAREER SUMMARY

Supply Management Specialist with over 13 years of experience in warehouse operations, inventory control, logistics, and supply chain optimization. Skilled in using ERP systems such as SAP and FOCUS to ensure accurate inventory tracking and efficient material flow. Proven ability to improve storage methods, reduce waste, and enhance overall warehouse performance. Adept at coordinating with cross-functional teams to support business goals and maintain high operational standards.

WORK EXPERIENCE

Supply Management Specialist

Royal Saudi Air Force | 05/2011 – 05/2024

- Ensure Quality Assurance in supply management processes.
- Efficiently manage materials, including issuance and storage.
- Oversee shipping and receiving operations to maintain smooth logistics.
- Conduct inspections to uphold quality standards.
- Handle inventory management, including regular audits and updates.
- Supervise the shipment process, ensuring accuracy and timeliness.
- Assist in the repair process, providing necessary support.
- Manage contracts related to supply and logistics.

Store Keeper

Tamimi Commercial Company | 04/2025 – Present

- Managing daily warehouse operations, including receiving, storing, issuing, and inventory control.
- Conducting regular stock audits and ensuring inventory accuracy and availability.
- Utilizing SAP, FOCUS, and Microsoft Excel systems for efficient warehouse management and reporting.
- Ensuring proper documentation and tracking of material movement in and out of the warehouse.
- Coordinating with procurement and logistics teams to streamline supply chain processes.
- Maintaining high standards of safety, cleanliness, and organization in the warehouse.
- Continuously improving storage methods and inventory practices to enhance efficiency and reduce waste.

EDUCATION

Bachelor's in English Language

King Faisal University | 07/2021

GPA: 4.22

Technical Sciences Diploma

Supply Management Specialist

Technical Studies Institute | 05/2011

SKILLS

- | | |
|------------------------------------|------------------------------------|
| ○ ERP Systems: SAP, FOCUS, GOLDesp | ○ Inventory & Warehouse Management |
| ○ Decision Making | ○ Leadership |
| ○ Negotiation | ○ Microsoft Office |
| ○ Time Management | ○ Drafting official communications |
| ○ Data Analysis | ○ Team Collaboration |
| ○ Communication | ○ Problem Solving |
| ○ Risk Management | |

OTHER

- **Training Courses:**

- International Certificate in Logistics and Transport | From [CILT]
- Completed an advanced Level 7 Supply Management Training over two years.
- Successfully finished a 17-week Basic Supply Management Course.
- Completed an English Language Training course at BAE System Saudi Development and Training lasting three months.
- Attended a three-week course on Personal Computing and Applications.
- Underwent a two-week Trainer's Technical Skills for Practical Training program.
- Participated in courses covering Workplace Dialogue, TOT, Knowledge Management, Administrative Innovation, Problem Solving, Effective Decision Making, Persuasion and Change Skills, Presentation and Influence Skills, Effective Leadership, and Team Building.

- **Awards:**

- Received several letters of appreciation as "Employee of the Month" from the Supply Squadron Commander at the airbase.

- **Language:**

- Arabic: Native - English: Intermediate